

**Chapter 5****Selected Reserve Incentive Program (SRIP)****5-1. General.**

This chapter contains guidance for the processing and payment of SRIP entitlements.

**5-2. Enlistment, Reenlistment and Affiliation Bonus.**

Eligibility for participation in any incentive program is determined in accordance with NGR 600-7.

**5-3. Bonus 1 Automated Program.**

Units may provide the IM with SRIP entitlement requests through the Bonus 1 automated program, in accordance with locally established procedures. States not utilizing the Bonus 1 automated program will use the following manual procedures for submission of entitlements.

**5-4. Establish Bonus Account.**

Submit appropriate documents to Incentive Manager (IM). The account must be established prior to any payments being made.

**5-5. Payment of Incentive.**

Payment schedules are established in accordance with NGR 600-7. Submit requests for initial payment of Reenlistment and Affiliation Bonuses with the request to establish the account.

a. Initial payment. Prepare a memorandum reflecting the following information and forward to the IM within 3 days following the entitlement date.

- (1) Soldier's Name, SSN and Grade
- (2) Type of Incentive (Enlistment, Reenlistment, Affiliation)
- (3) Date of Entitlement
- (4) MOS
- (5) UIC
- (6) Number of Months of Affiliation  
(if applicable)

(7) Authorization Number (if applicable)

**b. Anniversary Payments.**

(1) Verify the soldier is eligible for continued participation in the program and has participated satisfactorily per NGR 600-7.

(2) Prepare a memorandum reflecting the following information: (Name, SSN, Grade) has performed satisfactorily during the period of (date after last payment was due) to (date anniversary due) and is eligible for continued SRIP participation. Forward memorandum to IM within 3 days following the entitlement date.

**5-6. Suspensions.**

Participants in a SRIP program may be suspended from the program during authorized periods of non-participation as outlined in NGR 600-7. An Affiliation Bonus may not be suspended. To suspend an account, prepare a memorandum reflecting the following information and forward to IM.

- a. Soldier's Name, SSN and Grade.
- b. Type of Incentive (Enlistment, Reenlistment).
- c. Effective Date of Suspension.
- d. Reason for Suspension.

**5-7. Reinstatement of SRIP Incentives.**

Soldiers may request reinstatement in the incentive program upon completion of a period of non-participation, per NGR 600-7.

a. Ensure soldier has extended the enlistment or reenlistment agreement by the number of months in a suspended status, per NGR 600-7.

b. Prepare a memorandum to include the information in paragraph 5-5 above and the following:

(1) Effective date of reinstatement into the incentive program.

(2) Reason for reinstatement.

**5-8. Termination of Incentive Entitlement.**

Soldiers' incentive entitlements are terminated for reasons as defined in NGR 600-7.

a. Termination without recoupment. Prepare a memorandum showing the following information:

- (1) Soldier's Name, SSN and Grade.
- (2) Type of Incentive (Enlistment, Reenlistment, Affiliation).
- (3) Effective Date of Enlistment, Reenlistment or Affiliation.
- (4) Number of Years of Enlistment/Reenlistment or Months of Affiliation.
- (5) Component at the Time of Enlistment/Reenlistment or Affiliation.
- (6) Date Eligibility was Terminated.
- (7) Reason for Termination, per NGR 600-7.

b. Termination with recoupment.

- (1) Prepare a memorandum with the information stated in paragraph 5-8a above and include a statement that recoupment is required.
- (2) Notify the soldier of recoupment action.

**5-9. Correction to Bonus Account.**

To correct an erroneously established bonus account, prepare a memorandum fully explaining the problem and forward to the IM. Provide documentation to substantiate the change.

**5-10. AGR SRIP Participants.**

Soldiers entering AD in an AGR status may be eligible for continued SRIP participation per NGR 600-7. See local MPMO SOP for payment procedures.

**5-11. Student Loan Repayments/Health Professional Loan Repayment Program (SLRP/HPLRP).**

The SLRP and HPLR programs are designed to repay designated loans secured by eligible soldiers assigned to the Selected Reserves.

**5-12. Repayment of Loans.**

Guidance on the administration of the SLRP/HPLR is provided in NGR 600-7.

**a. Establish a suspense file for soldiers.**

Two months prior to the anniversary date, provide the soldier with a complete set of claim forms. Separate claims must be submitted for each loan.

**b. Claim packages are verified to ensure satisfactory service in the Selected Reserves.** The unit sends the completed SLRP form and supporting documents to the IM by TL. The IM computes the amount payable and submits the documents to MPS. Loan repayments are made directly to the lender.

**c. Loan repayments are taxable income; however, federal and state income taxes are not withheld.** The amount of the payment is included on the soldier's W-2 form.

**5-13. Review of MMPA and Unit Commander's Pay Management Report.**

**a. MMPA Report, UH022-2405.** Review the soldier's MMPA to ensure that requests for incentive actions are processed. Prepare a discrepancy report IAW paragraph 2-5 for problems identified.

**b. Unit Commander's Pay Management Report, UH022-2004.** Review the Pay Management Report monthly to identify past-due bonus entitlements and payments due the next month. Follow procedures in this chapter for payments and corrections. Appendix A contains a description of the Pay Management Report.